

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE  
APPROVAL REQUEST**  
STD. 72 (REV. 9-89)

Submit three copies with three copies of the  
Records Retention Schedule, STD. 73.

DEPARTMENT, BOARD OR COMMISSION		BILLING CODE
Social Services		68641
DIVISION, BUREAU OR OTHER UNIT		CUBIC FEET (Total Schedule)
Adoptions Branch (& Field Offices)		1,139
ADDRESS		
744 P St. - Sacto.		
SCHEDULE NUMBER	NUMBER OF PAGES	SCHEDULE DATE
213	2	12/3/91
IF THIS IS A REVISION OF AN EXISTING SCHEDULE(S) (including addition or deletion of pages), enter the following information from the EXISTING schedule(s).		
SCHEDULE NUMBER(S)	PAGE NUMBER(S) REVISED	
213, 254	entire schedule	
APPROVAL NUMBER(S)	APPROVAL DATE(S)	
86-62, 86-28	3/6/86, 1/30/86	

TO: DEPARTMENT OF GENERAL SERVICES  
OFFICE OF RECORDS MANAGEMENT  
428 J Street, Suite 390  
Sacramento, CA 95814 (or IMS C-40)

(916) 445-2294 or ATSS 8-485-2294

☒ Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)

☐ Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion. (The original approval number will remain in effect.)

**PART I -- AGENCY STATEMENTS**

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE - MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS	TITLE	DATE
<i>[Signature]</i>	Chief, Adoptions Branch	1/23/92

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE - RECORDS MANAGEMENT COORDINATOR	TITLE	DATE
<i>[Signature]</i>	Records Management	<i>[Signature]</i>
NAME (Printed or Typed)	TELEPHONE	DATE
JOHN D RENEYER	657-1912	1-22-92

PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14765)  
The Department of General Services has no jurisdiction over entries made in Column 16 of form STD 73. Our approval covers Columns 1 - 17 only.

SIGNATURE	APPROVAL NUMBER
<i>[Signature]</i>	92-021
TITLE	DATE
Consultant	2/22/92

PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)

CALIFORNIA  
STATE ARCHIVES

THE ATTACHED RECORDS RETENTION SCHEDULE:

☐ Contains no material subject to further review by the California State Archives

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)

SIGNATURE - CLERK OF ARCHIVES	DATE
<i>[Signature]</i>	MAR. 16 1992

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See instructions on reverse  
and in SAM 1600

## DEPARTMENT (1)

Social Services

## ORGANIZATIONAL UNIT

Adoptions Branch (&amp; Field Offices)

## ADDRESS (Number

1315 5th Street

## Street

4th Floor

## City)

Sacramento

## SCHEDULE NUMBER (2)

213

## DATE (3)

December 3, 1991

## PAGE

1

## OF

## PAGES (4)

2

## DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
1	6.0	Hold / Notify Archives	<u>ADMINISTRATION</u> A. Administrative releases and written instructions, relationships with other offices/agencies, legislation, personnel, and all other memorandums.	P		3			3		
	.8	Hold / Notify Archives	B. Activity reports and work plans.			2			2		
	.1		C. Training.			1			1		
2	15.0	Hold / Notify Archives	<u>PROGRAM</u> A. Policy, history and development, regulations, correspondence, etc.	P		3		7	10		
	.1		B. Informational material.			1			1		
3	.1	Hold / Notify Archives	<u>PROJECTS/STUDIES</u>	P		3			3		
4	32.3	Hold / Notify Archives	<u>MASTER ADOPTION INDEX</u> (Micro-film)	S		75			75	X	Exemption Authorities: Civil Code 227 for Items 4, 5A & 5B
5	434.0	Hold / Notify Archives	<u>ADOPTION CASE RECORDS</u> (Numbered Series) A. Independent Adoptions.	P		3		72	75	X	Official File
	531.0	Hold / Notify Archives	B. Public & Private Adoption Agencies.			3		72	75	X	Official File
6	7.0	Hold / Notify Archives	<u>ADOPTION CASE RECORDS</u> (Un-numbered Series) A. Client Correspondence 1. Correspondence on possible adoptions. Documents & minor releases which do not become an	P		2 years after last corres.			2 years after last corres.	X	Exemption Authorities: Civil Code 1798.24 for Items 6A1 & 6A2.

\*Provide total of office and departmental

## RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-90)

See Instructions on reverse  
and in SAM 1600

DEPARTMENT (1) Social Services		SCHEDULE NUMBER (2) 213	DATE (3) December 3, 1994
ORGANIZATIONAL UNIT Adoptions Branch (& Field Offices)		PAGE 2	OF PAGES (4) 2
ADDRESS (Number Street City) 1315 5th Street 4th Floor Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5)	

ITEM NUMBER (6)	CUBIC FEET* (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple space between items) (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
6	12.0	Noted / Rec'd / Archived	A. 1. (Cont.) adoption record.  2. Old records containing relinquishment & consents not formerly given a case number. (Cases received from private/charitable adoption agencies)			3		72	75	X	Exemption Authority Civil Code 227 Official File
Total Volume 1,139 Cubic Feet											

\*Provide total of office and departmental